

PROJECT MEETING MINUTES

Project Group: Three Phase

Project Title: Excitation Control for Synch Generator

Meeting Objective: Establish Project requirements and initiate planning.

Date: 09/19/2014

Time: 10:30 AM

Location: GJL 219

Facilitator: Jacob Nelson

Minutes: Kerri McGinty

Preparation Requirements:

1. Please Read: Notes from the 9/17 meeting with Dr. Johnson
2. Please Bring: Logbooks, 9/17 client meeting notes

AGENDA ITEMS

1. Old Business:
 - a) Outline project requirements.
 - b) Discussion with possible action regarding project budget.
 - Will discuss after meeting with SEL
 - c) Discussion with possible action regarding client interview/meeting.
 - Meeting date is Wednesday September 24 at 1:20 pm in the BEL Power Lab
2. Discussion with possible action regarding a senior design locker.
3. Begin work on the project portfolio.
 - Items inside will include different sections. These sections include intro, agendas and minutes, prototypes and conclusion. We are able to start working on the intro section now. This section will include a cover sheet, the objective of our project along with a diagram, and our team contract. Jacob will provide the binder, dividers and the page protectors.
4. Agenda items for next meeting.
 - Budget
 - Review minutes from previous meeting
 - Review what we discussed with SEL
 - Brainstorm converters
5. Schedule next meeting. Date: 9/23 Time: 1:30 Location: Feng Li's Office
6. Additional Comments:
 - Additional meetings this week:
 - (a) Meeting with SEL Wednesday September 24 at 1:20
 - (b) Team meeting in the GJ Study Room Thursday September 25 at 4:00
7. Adjourn: Time 11:40

Meeting Attendees:

Jacob

Kerri

Carlos

Minutes Approval:

